



ADMINISTRATIVE NOTES



Superintendent
of Documents

LIBRARY PROGRAMS SERVICE

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July 1986

FALL COUNCIL MEETING

Lodging arrangements have been completed for the October 15-17, 1986 meeting of the Depository Library Council. We have contracted with the Holiday Inn-Capitol at 6th and C Streets SW, a block and a half south of the Air and Space Museum (see accompanying map). The hotel is a block from the L'Enfant Plaza stop on the Yellow, Blue and Orange lines of METRO.

We have blocked out 100 rooms, including 15 for Council members. The rest are available on a first-come, first served basis to take advantage of our special discount rate of \$61 a night single and \$76 double. Rates are guaranteed only until August 1. After that, you may or may not find additional rooms there at those rates. Of course you can make your own lodging arrangements.

Make your room arrangements directly with the hotel:

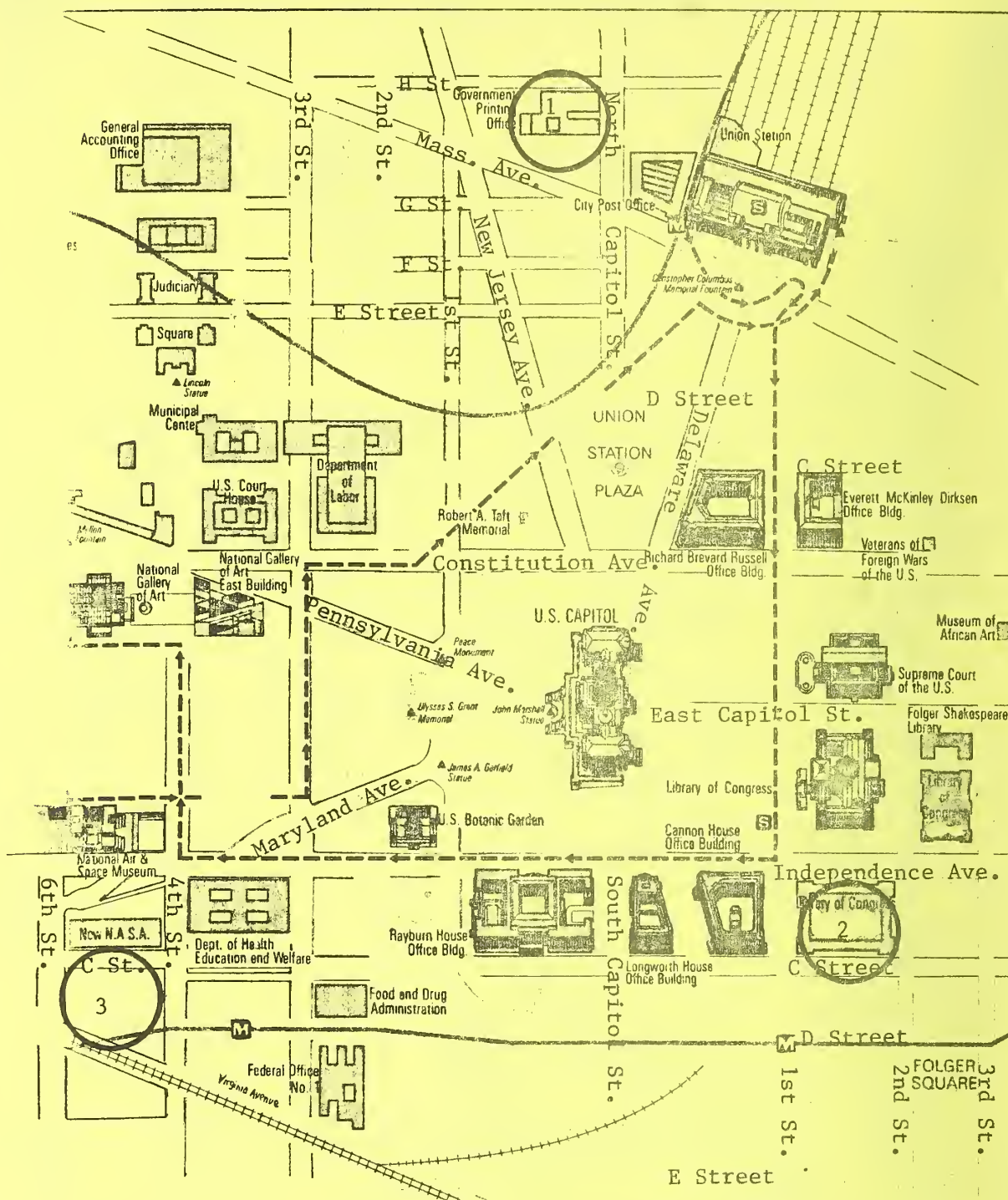
Holiday Inn-Capitol
Attention: Reservations Department
550 C Street SW
Washington, DC 20024
(202) 479-4000

Do not use Holiday Inn's 800 toll-free number for these reservations. Be sure to specify that the reservation is for the Depository Library Council meeting. If not, you will not receive the discount rate.

The hotel has non-smoking rooms, and facilities for the handicapped and sight-impaired. If you need such special consideration, please specify when you make your reservation.

All reservations contain a guaranteed arrival arrangement. That means you must pay for the room for that day unless you cancel in time. The hotel will explain that arrangement, but be aware of it.

Remember, the October 15 session will be in the main GPO building; the October 16-17 sessions will be in the James Madison Building of the Library of Congress. More details later, but there will be special events revolving around the 125th anniversary of the Government Printing Office.



1. Main GPO
2. Library of Congress, Madison Building
3. Holiday Inn-Capitol

BOUND CONGRESSIONAL RECORD

Commencing with volume 129, the bound Congressional Record will be distributed to the depository libraries only in microfiche, with the exception of the index and daily digest volumes. The index and daily digest will be available in both paper and microfiche. (The regional libraries will receive both formats and selecting libraries may only receive the paper or microfiche edition of the index and daily digest but not both.)

GPO will not conduct a survey of the above change to only microfiche distribution but will combine selections of item numbers 0993 and 0993-A. The resulting list of libraries will be added to the new item number 0993-D and all the depository libraries will receive the bound Congressional Record volumes, except the index and daily digest, in microfiche. This item number together with item numbers 0993-B and 0993-C will be used to distribute all volumes of the bound Congressional Record starting with and including volume 129.

Volume 128 will continue to be distributed under item numbers listed below:

Item Number	Title	Format
0993	Congressional Record	paper
0993-A	Congressional Record	microfiche
0993-B	Congressional Record Index & Daily Digest	paper
0993-C	Congressional Record Index & Daily Digest	microfiche

READERS EXCHANGE

SELECTIVE HOUSING OF US DOCUMENTS

In September 1983, Blue Mountain Community College (BMCC) Library was designated by Senator Mark Hatfield as a depository library for federal documents. The Library received the first documents in late summer 1984. It was decided early on to arrange an option made possible by the Superintendent of Documents: selective housing. Our satellite sites include Umatilla County Library, Umatilla County Law Library, and the East Central Oregon Association of Counties. Though it does alleviate a potential housing shortage, the most important reason for adopting the selective housing alternative is to bring appropriate materials closer to the point of use.

Directors of libraries are actively involved in selection in an ongoing manner but especially at the time of review of the List of Item Selections. At that time the librarian at each satellite site is queried as to additions or deletions of items or change in format, i.e. microform or hard copy. The satellite site directors are also contacted when the annual report is made to the Superintendent of Documents. Location records for the various publications are kept at BMCC Library by proper indication in the List of Classes. Appropriate materials are delivered to the proper site immediately upon their receipt.

The BMCC Library Director visits the sites periodically to see if there are questions or concerns and to see that materials are being housed and used in an appropriate manner. This is important from the standpoint of the directors of the satellite centers but is also an obligation since BMCC Library is the designated depository. The BMCC Library director also suggests promotion of the use of the documents in various ways including sharing of the public information materials sent by the Superintendent of Documents.

The Superintendent of Documents is to be congratulated for encouraging selective housing of documents and for providing a simple procedure as well as sample agreements for the depository library who wishes to adopt the alternative method of housing. Agreements specify that the receiving library agrees to adhere to the policies of the depository library program set forth in the Instructions to Depository Libraries

and the Guidelines for the Depository Library System. They also specify: 1) justification for the transfer, 2) duration of the agreement, 3) conditions for termination of the agreement, 4) manner in which the collection will be maintained and organized, 5) guarantee of free access by the general public, 6) arrangements for interlibrary loan operation, and 7) procedure to be followed in the event the agreement is dissolved. [A sample agreement can be located in section 11 of the Federal Depository Library Manual --Ed.]

The advantages of this system are many including: 1) allowing wider usage and greater accessibility, 2) increasing the size of the collection thereby providing a larger number and greater variety of materials, 3) enhancing the capabilities of participating libraries to develop retrospective or current subject series or agency collection, and of course, 5) alleviating space problems at participating institutions.

Selective housing does work. Other depository libraries are encouraged to consider adoption of this method of housing their federal documents.

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